

CEA



CAREER EXECUTIVE ASSIGNMENT

California State Government Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the laws of the State, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION ANNOUNCEMENT

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| DEPARTMENT: | CALIFORNIA CONSERVATION CORPS |
| LEVEL: | CEA, LEVEL 3 |
| POSITION TITLE: | CHIEF DEPUTY DIRECTOR |
| POSITION LOCATION: | HEADQUARTERS, SACRAMENTO |
| SALARY: | \$8030 - \$8854 |

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| FINAL FILING DATE: | DECEMBER 17, 2004 |
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DUTIES/RESPONSIBILITIES

The Chief Deputy Director, CCC, is a key member of the Director's Executive Team at the first organizational level. Advises and assists the Director in formulating, revising and implementing program and operational policies, exercising delegated authority to approve or disapprove program and project activities for the department. The position is responsible for making policy recommendations to the Director relative to the efficient and effective delivery of services in the field, and application of personnel and fiscal services, conservation work planning, corpsmember development, legislative relations and public information. The position formulates, implements and interprets policies having statewide impact. Consults with and directs staff counsel and division chief concerning administrative programs affecting their respective areas of responsibility. Represents the Director in meetings, hearings before State boards, the Legislature, commissions, committees and press conferences as requested by the Director. Undertakes special assignments at the request of the Director.

Release Date: December 6, 2004

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined by Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined by Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; use of information technology to achieve organizational objectives; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Equal Employment Opportunity (EEO) Program and the processes available to meet EEO objectives.

Ability to: plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from broad managerial experience with substantial participation in the formulation, operation, evaluation and/or implementation of program policies. (Experience may have been paid or volunteer; in State service, other government settings or in a private organization).

ADDITIONAL DESIRABLE QUALIFICATIONS

- Administrative experience in a managerial capacity
- Knowledge of the California Conservation Corps organization, objectives, programs and policies
- Demonstrated experience in financial accounting and fiscal management involving a complex multi-funded budget
- Knowledge of policy development, planning, information technology, business management, and personnel management
- Leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and initiative at all levels, and use sound judgment in managing complex and varied programs
- Ability to establish and maintain effective working relationships with Executive Staff, a wide variety of departmental staff, Resources Agency, Governor's Office, Legislature, Department of Finance, public/private agencies, state and federal agencies
- Demonstrated capacity to make high level decisions on a variety of challenges
- Knowledge and demonstrated effectiveness in policy analysis, development and implementation
- Strong leadership skills

SPECIAL PERSONAL CHARACTERISTICS

Integrity, initiative, dependability, tact, flexibility and sound judgment.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678) **with civil service titles and dates** of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the screening criteria. The statement should be no more than two pages in length.

Resumes are optional and **do not take the place** of the *Statement of Qualifications*.

The application and *Statement of Qualifications* must be submitted to:

California Conservation Corps, Exam Unit, Attn: Ann Dickey, 1719 - 24th Street, Sacramento, CA 95816.

Questions regarding this examination should be directed to Ann Dickey at (916) 341-3222.

Application and *Statement of Qualifications* must be received or postmarked by Friday, December 17, 2004. Interagency mail received after this date will not be accepted.

Release Date: December 6, 2004

EXAMINATION INFORMATION

The California Conservation Corps (CCC) has established a specific job-related screening criteria for application review. The CCC shall compare each candidate's qualifications for the position against the screening criteria and against the qualifications of all other candidates applying for the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

SCREENING CRITERIA

The *Statement of Qualifications* must indicate your total years of experience [and civil service classification(s) - not your working title] performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the evaluation are:

- Education
 - ✓ List degrees obtained and dates received
 - ✓ List licenses/certificates and dates received
- Number of years involved with and the type of external contacts (e.g., Agency, Governor's Office, Legislature, Department of Finance and other control agencies)
 - ✓ List the level, extent and nature of those contacts
- Number of years of experience at the management level
 - ✓ List the level, extent and nature of the experience
- Number of years of experience in budget and fiscal management, information technology, strategic planning
 - ✓ List the level, extent and nature of the experience
- Experience making high level decisions on sensitive issues
 - ✓ List the level, extent and nature of those decisions
- Roll in policy making and implementation
- Familiarity with natural resource issues, programs and organizations
- Familiarity with youth/young adult issues, problems and programs